

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve researching the problem, consulting with experts, or collecting data.

3. The third step is to develop a plan or strategy to solve the problem. This involves breaking down the problem into smaller, manageable parts and determining the best approach to tackle each part.

4. The fourth step is to implement the plan. This involves carrying out the tasks and actions outlined in the plan, while monitoring progress and making adjustments as needed.

5. The fifth step is to evaluate the results. This involves assessing the effectiveness of the solution, identifying any areas for improvement, and documenting the findings.

6. The final step is to communicate the results. This involves sharing the findings with the relevant stakeholders, providing a clear and concise summary of the work done, and highlighting any key insights or recommendations.

James M. Mitchell

2827

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| ✓ | Rejected |
| = | Allowed  |

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| - | (Through num ral)<br>Cancelled |
| + | Restricted                     |

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| N | Non-Elected  |
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| A | Appeal   |
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